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| **INFORMATION FOR THE APPLICANT**This form may be used to apply for:1. If you want to occupy or use a new building or addition/alteration to an existing building, or change the use of an existing building, you need an occupation certificate before you can do so.
2. This form may be used to apply for:
* a **final occupation certificate** to authorise the commencement of occupation or use of a new building, or
* an **interim occupation certificate** to authorise the commencement of occupation or use of a partially completed building.
1. To complete the form, please place a tick in the boxes [x]  and fill out the sections as appropriate. To minimise delay in receiving a decision about your application, please ensure you submit all relevant information.
* Once completed, you need to submit this form to the principal certifying authority you have appointed for the development.
* Applications must be delivered to the principal office of Checkpoint building surveyors by hand, post or transmitted electronically. Applications MAY NOT be sent by fax.
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| **SECTION A. TYPE OF OCCUPATION CERTIFICATE APPLIED FOR (TICK AS APPROPRIATE)** |
| [ ]  Interim Occupation Certificate | [ ]  Final Occupation Certificate |
| **SECTION B. APPLICANTS DETAILS***An application for an occupation certificate may only be made by a person who is eligible to appoint the PCA for the development; it cannot be the Builder unless they own the land on which the work is to be carried out.* |
| Company | ABN (if applicable) |
| Applicant Name |
| Applicant Address |
| Phone | Fax | Mobile |
| Email |
| Signature |  | Date: / / 2014 |
| **SECTION C. ADDRESS OF THE LAND ON WHICH THE DEVELOPMENT IS TO BE CARRIED OUT***Note - Location and title details of the land are shown on your rate notices and property deeds.* |
| Unit / Street No. | Street Name |
| Suburb / Town | State | Postcode |
| Lot No. | DP / SP No. |
| **SECTION D. DESCRIPTION OF DEVELOPMENT***Briefly describe the development, if the application relates to a new use of the building or apart of the building, also describe the new use.* |
| Description |
| Existing BCA Classification | New BCA Classification (If changed) |
| **OFFICE USE – RECEIPT OF APPLICATION** |
|  |
| This Occupation Certificate Application was received by Checkpoint Building Surveyors on:*(Please stamp ‘Received’ stamp or write date received in the space provided).* | *Date Received:* |
| **SECTION E. DEVELOPMENT CONSENT** |
| Development Consent OR CDC no. | Date of Determination / / |
| **SECTION F. CONSTRUCTION CERTIFICATE**  |
| Construction Certificate No. | Date of Determination / / |
| **SECTION G. DOES THE DEVELOPMENT INVOLVE AN ALTERNATIVE SOLUTION UNDER THE BCA IN RESPECT OF A FIRE SAFETY REQUIREMENT?**  |
| [ ]  Yes[ ]  NoIf yes, provide either or both of the following from a “fire safety engineer” (a private accredited certifier holding Category C10 accreditation):1. A compliance certificate (as referred to in Section 109C(1)(a)(v) EP&A Act) that certifies that building work relating to an alternative solution that was the subject of a compliance certificate or report under clause or 144A(a) EP&A Regulation – (the first certificate or report) has been completed and complies with that alternative solution.
2. A written report that includes a statement that the building work relating to the alternative solution that was the subject of the first certificate or report has been completed and is consistent with that alternative solution*.*

***Note****: The above requirement only applies to building work in respect of:*1. *a class 9a building that is proposed to have a total floor area of 2000 square metres or more*
2. *any building (other than a class 9a building) that is proposed to have:*
3. *a fire compartment with a total floor area of more than 2000 square metres or*
4. *a total floor area of more than 6000 square metres*

*that involves an alternative solution under the BCA in respect of the requirements set out in EP1.4, EP2.1, EP2.2, DP4 and DP5 in Volume 1 of the BCA.* |
| **SECTION H. DOES THE APPLICATION RELATE TO A RESIDENTIAL FLAT DEVELOPMENT FOR WHICH THE DEVELOPMENT FOR WHICH THE DEVELOPMENT APPLICATION WAS REQUIRED UNDER CLAUSE 50(1A) OF THE EP&A REGULATION 2000 TO BE ACCOMPANIED BY A DESIGN VERIFIACTION FROM A QUALIFIED DESIGNER?**  |
| [ ]  Yes[ ]  NoIf yes, provide a statement from a qualified designer which verifies that the residential flat development achieves the design quality of the development as shown in the plans and specifications on which the construction certificate was issued, having regard to the design quality principles set out in Part 2 of State Environmental Planning Policy No. 65 – Design quality of Residential Flat Development (SEPP 65). |
| **SECTION I. REQUIRED DOCUMENTATION TO ACCOMPANY AN APPLICATION FOR OCCUPATION CERTIFICATE** |
| Please indicate the documents that you have attached by placing a tick in the appropriate boxes [x]  :[ ]  a copy of the development consent or the complying development certificate[ ]  a copy of the construction certificate, where relevant[ ]  a copy of the final fire safety certificate, where relevant[ ]  a copy of the interim fire safety certificate, where relevant[ ]  any other certificate or documents on which you rely, e.g. a compliance certificate[ ]  each BASIX certificate for the development (if applicable)Information that is incomplete may delay the process with more information being required. If the information that is provided is misleading or false any approval granted ‘may be void’. |